

Quick Reference Guide - Version 3.0

Response filed in Reference to an Existing Motion/Application - The hearing information of the original pleading is to be included when docketing this event.

Step	Action
1	Click on Bankruptcy > Answer/Resp/Obj > Reference an Existing Motion/Application
2	Enter the case number - click Next .
3	Click on the down arrow to expand the drop down list - Select the appropriate action - click Next .
4	Bypass the Joint Filing with other Attorney(s) screen - click Next .
5	At Select the Party screen highlight the desired party or Add/Create New Party <ul style="list-style-type: none"> Type party's name in Last/Business name field - click Search Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - select Role - click Submit If no match is found - Create New Party Type information in appropriate fields - choose Role - click Submit At Select the Party screen the creditor should be highlighted - click Next.
6	At attorney/party association screen, check box for correct association - click Next .
7	Was a Hearing Notice Filed with This Motion? Type "Y" - click Next .
8	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
9	Select text box Refer to Existing Event(s) - click Next .
10	Select the category to which your event relates. Highlight "Motion" - click Next .
11	Select the appropriate event(s) to which your event relates - click Next .
12	Enter Hearing Information of the related Motion - click Next .
13	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.